Budgeting, Accounting and Reporting System (BARS)

Supplementary Instructions

HRSA - Division of Alcohol and Substance Abuse

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Administered by the Department of Social and Health Services

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PART II: CHART OF ACCOUNTS Expenditure Account Definitions

566.10 ADMINISTRATION

566.11 COUNTY PROGRAM ADMINISTRATION

This applies to costs incurred to implement the Program Agreement between the County and the Division of Alcohol and Substance Abuse (DASA), to county department, or county coordinator's office, for program related operation. Include such activities as all direct administrative support activities, contract monitoring, program planning, budgeting and evaluation, plan implementation, and program coordination. Also includes support services normally identified with County department program administration. This would include services provided by the County Auditor, Treasurer, Prosecutor, Purchasing Department, Personnel Department, etc., which have been either billed or allocated per a cost allocation plan. This is limited to 10% of the contract maximum. Only State funds can be used for administration.

566.12 CONTINUING EDUCATION/TRAINING

Costs incurred to support educational programs, training projects, and/or other professional development programs directed toward: 1) improving the professional and clinical expertise of prevention and treatment facility staff, 2) the knowledge base of county employees who oversee the program agreement; and, 3) to meet minimum standards and contract requirements. Costs could include trainers, transportation, per diem expenses, and tuition.

566.13 DIRECT SERVICE PROVIDER - AGENCY ADMINISTRATION

Administrative costs incurred by a County-owned and operated direct service provider. Costs could include overall administration, planning, accounting, record keeping, general clerical support, activities of the agency Board of Directors, or other activities to support the direct service delivery. This is limited to no more than 10% of the contract maximum.

566.20 PREVENTION

566.21 PREVENTION COMMUNITY BASED COORDINATION

These activities, as provided by the county-identified prevention specialist, are directed to enhance the ability of the community to effectively provide prevention services for alcohol, tobacco, and other drug abuse. Activities include organizing, planning, and enhancing the efficiency and effectiveness of primary prevention services provided. Appropriate methods include: community and volunteer training, systematic planning (system and program model

development), multi-agency coordination and collaboration, accessing services and funding, and community team building.

566.22 CSAP STRATEGIES AND ACTIVITIES

CSAP Strategies and Activities designed to prevent or delay the misuse and abuse of ATOD as described in the County Implementation Guide for Prevention. Includes the following six strategies:

- 1. <u>Information dissemination:</u> This strategy provides awareness and knowledge of the nature and extent of substance use, abuse, and addiction and their effects on individuals, families, and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. [Note: Information dissemination alone has not been shown to be effective at preventing substance abuse.]
- Education: This strategy involves two-way communication and is distinguished from the information dissemination strategy by the fact that interaction between the educator/ facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decisionmaking, refusal skills, critical analysis (e.g., of media messages), and systematic judgment abilities.
- 3. <u>Alternatives:</u> This strategy provides for the participation of target populations in activities that exclude substance use. The assumption is that constructive and healthy activities offset the attraction to--or otherwise meet the needs usually filled by--alcohol and drugs and would, therefore, minimize or obviate resort to the latter. [Note: Alternative activities alone have not been shown to be effective at preventing substance abuse.]
- 4. Problem identification and referral: This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment.
- 5. <u>Community-based process:</u> This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for substance abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, interagency collaboration, coalition building, and networking.
- 6. <u>Environmental</u>: This strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing incidence and prevalence of substance abuse in the

general population. This strategy is divided into two subcategories to permit distinction between activities that center on legal and regulatory initiatives and those that relate to the service and action-oriented initiatives.

566.23 COMMUNITY PREVENTION TRAINING (CPT)

CPT funds can be used to cover the costs incurred in providing and/or attending training designed to support the increased capacity of the prevention providers to implement Best Practices or Promising Approaches. These funds can ONLY be used for prevention training.

566.24 CHILDREN'S TRANSITION INITIATIVE (CTI)

CTI funds can be used to provide intensive prevention services to youth ages 9 – 13 for a minimum of ten months.

566.25 FOSTER CARE MENTORING

Cost incurred to provide of best practice mentoring (as identified on the Western CAPT list of best practices) to provide mentoring services to children grades 6-9. This is only applicable to Thurston County.

566.26 TOBACCO INITIATIVES/SYNAR

- <u>Tobacco Initiative</u>: Costs incurred to provide special projects devoted to implementing and/or administering tobacco-related compliance monitoring. Projects related to the monitoring of retail outlets not selling tobacco products to minors.
- SYNAR: This is a Special Project. Cost associated to coordinate with the Washington State Department of Health to do tobacco compliance checks with randomly select retail sites for supplemental youth tobacco. Costs include: mileage, per diem, lodging, design and distribution of tobacco educational materials, consulting fees (including compilation and analysis of focus group data; identification and strategic plan for supplemental checks, etc.), fees directly relating to supplemental compliance checks, press release expenses, and recruitment and execution of retailer centered focus groups.

566.30 COMMUNITY OUTREACH, INTERVENTION, AND REFERRAL SERVICES

566.31 COMMUNITY OUTREACH, INTERVENTION AND REFERRAL

Community outreach and intervention covers costs incurred to provide services to identify hard-to-reach individuals who are abusing or addicted to alcohol and other drugs; to link these individuals with chemical dependency assessments; and to enroll these individuals into treatment. Costs can be reimbursed for activities associated with providing information on chemical abuse and addiction,

the impact of abuse and addiction on families, treatment of addictions, and treatment resources that may be available. Costs may also include: responding to inquires both in and out of the treatment facility to individuals, the general public, and community organizations. Services are provided by outstation workers at community sites to assist individuals to get assessments and necessary support services. Referral services include referral to assessment, treatment, interim services, and other appropriate support services. This does not include ongoing therapeutic or rehabilitative services.

566.32 ALCOHOL/DRUG INFORMATION SCHOOL

Costs incurred for Alcohol/Drug Information schools to provide information regarding the use and abuse of alcohol/drugs in a structured educational setting. Alcohol/Drug Information Schools must meet the certification standards in WAC 388-805 or its successor.

566.33 OPIATE DEPENDENCY/HIV SERVICES

Costs incurred with outreach and referral services to special populations such as opiate dependent, injecting drug users (IDU), HIV or <u>Hepatitis C-positive</u> individuals. Opiate Dependency/HIV <u>and Hepatitis C</u> Outreach is specifically designed to encourage injecting drug users (IDUs) and other high-risk groups such as opiate dependent and HIV <u>or Hepatitis C-positive</u> individuals to undergo treatment and to reduce transmission of HIV <u>and Hepatitis C</u> disease. Costs include providing information and skills training to non-injecting, drug using sex partners of IDUs and other high-risk groups such as street youths. Programs may employ street outreach activities, as well as more formal education and risk-reduction counseling. Referral services include referral to assessment, treatment, interim services, and other appropriate support services. Costs do not include ongoing therapeutic or rehabilitative services.

566.34 PREGNANT AND PARENTING OUTREACH AND REFERRAL SERVICES

Services are offered by mobile or other outreach staff at a variety of community sites to identify pregnant, post-partum, and parenting women who are abusing alcohol and other drugs, for the purpose of facilitating their enrollment into treatment, to include motivational counseling, substance abuse information and education, referral to assessment, referral to chemical dependency treatment, and linkage with support services. Referral services include referral to assessment, treatment, interim services, and other appropriate support services. This does not include on-going therapeutic or rehabilitative services.

566.35 YOUTH OUTREACH, REFERRAL, AND INTERVENTION SERVICES

Services are offered by mobile or other outreach staff at a variety of community sites to identify hard to reach youth who are abusing alcohol and other drugs, for the purpose of facilitating their enrollment into treatment, to include motivational counseling, substance abuse information and education, referral to assessment, referral to chemical dependency treatment, and linkage with support services.

566.36 INTERIM SERVICES

This service is provided to individuals who have been denied admissions to a treatment program on the basis of the lack of the capacity in a treatment program in effort to reduce the adverse health effects of substance abuse, promote the health of the individual, and reduce the risk of transmission of disease. Such services are provided until the individual is admitted to a treatment program. Services include brief screening activities, the development of a service plan, individual or group contacts to assist the person either directly or by way of referral in meeting his/her basic needs, updates to advise him/her of treatment availability, and information to prepare him/her for treatment, counseling, education, and referral regarding HIV and tuberculosis.

566.39 BRIEF INTERVENTION

A time limited, structured, behavioral intervention using evidence-based motivational interviewing techniques, directed towards changing a specified substance use behavior. Services may be provided at, but not limited to, sites exterior to treatment facilities such as hospitals, medical clinics, schools or other non-traditional settings.

566.40 TRIAGE SERVICES

566.41 CRISIS SERVICES

These services are provided on a very short term basis to intoxicated or incapacitated individuals on the streets or in other public places and may include general assessment of the patient's condition, an interview for diagnostic or therapeutic purposes, and transportation home or to an approved treatment facility. Services may be provided by telephone or in person, in a facility or in the field, and may or may not lead to ongoing treatment. This does not include the costs of ongoing therapeutic services.

566.42 DETOXIFICATION SERVICES

Costs incurred for the care and treatment of patients while the patient recovers from the transitory effects of acute or chronic intoxication or withdrawal from alcohol or other drugs. Examples of Detox are:

- (1) <u>Acute Detox:</u> a method of withdrawing a patient from alcohol or other drugs where nursing services and medications are routinely administered under physician supervision to facilitate the patient's withdrawal, and
- (2) <u>Sub-acute Detox:</u> a method of withdrawing a patient from alcohol or other drugs utilizing primarily social interaction between patients and staff within a supportive environment designed to facilitate safety for patients during their recovery from the effects of withdrawal from alcohol or other drugs.

566.43 SOBERING SERVICES

Costs incurred to provide shelter services for short-term (12 hours or less) emergency shelter, screening, and referral services to persons who need to recover from the effects of alcohol. Services include medical screening, observation and referral to continued treatment and other services as appropriate.

566.44 INVOLUNTARY COMMITMENT

Costs incurred for services employed to identify and evaluate alcohol and drug involved individuals requiring protective custody, detention, or involuntary commitment services in accordance with RCW 70.96A.120-140. Costs include case finding, investigation activities, assessment activities, and legal proceedings associated with these cases.

566.45 SECURED DETOX

Costs incurred for care and treatment of patients under RCW 70.96B while the patient recovers from the transitory effects of acute or chronic intoxication or withdrawal from alcohol or other drugs or during their recovery from the effects of withdrawal from alcohol or other drugs. These services are limited to the following counties:

- Pierce County
- San Juan County
- Snohomish County
- Skagit County
- Island County
- Whatcom County

566.46 INTENSIVE CASE MANAGEMENT

Costs incurred for an Intensive Case Manager to screen, assess, refer, and manage patients as they make their way through the treatment system with the goal of supporting the patient in following through with treatment recommendations. The Intensive Case Manager is a Chemical Dependency Professional providing intensive oversight of patients who historically have a difficult time navigating the CD system and typically have issues in addition to CD which decrease the likelihood of following through with treatment in the traditional system. These services are limited to King and Thurston/Mason counties.

566.50 TREATMENT SERVICES

566.5X OUTPATIENT TREATMENT

Costs incurred for services provide in a non-residential chemical dependency treatment facility. Outpatient treatment services must meet the criteria in the specific modality provisions set forth in WAC 388-805. Outpatient treatment services must meet the criteria in the specific modality provisions set forth in

WAC 388-805. Services are specific to a special client population and breakout of costs between group and individual therapy.

• <u>566.51 ADATSA GROUP THERAPY</u>

• <u>566.52 ADATSA INDIVIDUAL THERAPY</u> This also includes services to family and significant others of persons in treatment. These expenses should be coded as defined in the TARGET Data dictionary.

566.53 ADULT GROUP THERAPY

- <u>566.54 ADULT INDIVIDUAL THERAPY</u> This also includes services to family and significant others of persons in treatment. These expenses should be coded as defined in the TARGET Data dictionary.
- 566.55 PREGNANT, POSTPARTUM, OR PARENTING WOMEN (PPW) GROUP THERAPY Women who are pregnant or postpartum (up to one year past delivery, regardless of birth outcome, adoption or foster care placement of child) and women with dependent children
- 566.56 PREGNANT, POSTPARTUM, OR PARENTING WOMEN (PPW) INDIVIDUAL THERAPY Women who are pregnant or postpartum (up to one year past delivery, regardless of birth outcome, adoption or foster care placement of child) and women with dependent children. This also includes services to family and significant others of persons in treatment. These expenses should be coded as defined in the TARGET Data dictionary.
- <u>566.57</u> <u>YOUTH GROUP THERAPY</u> (Youth and young adults ages 10 through 20) Includes services to family members of persons admitted to treatment and costs incurred to provide supervised recreational activities in conjunction with a chemical dependency outpatient program. Family Services shall be coded as family support services and Supervised Therapeutic Recreation shall be coded as group therapy.
- <u>566.58 YOUTH INDIVIDUAL THERAPY</u> (Youth and young adults ages 10 through 20) This also includes services to family and significant others of persons in treatment. These expenses should be coded as defined in the TARGET Data dictionary.

• 566.59 OPIATE SUBSTITUTION TREATMENT SERVICES

Costs incurred to provide assessment and treatment services to opiate dependent patients. Services include prescribing and dispensing of an approved medication, as specified in 212 CFR Part 291, for opiate substitution services in accordance with WAC 388-805 or its successor. Both detoxification and maintenance are included, as well as physical exams, clinical evaluations, individual or group therapy for the primary patient and

their family or significant others. Additional services include guidance counseling, family planning and educational and vocational information.

566.60 SUPPORT SERVICES

566.61 THERAPEUTIC CHILDCARE SERVICES

Cost incurred to provide services promoting the health and welfare of children accompanying parents who participate in the residential substance abuse program. Services include: developmental assessment using recognized, standardized instruments; play therapy; behavioral modification; individual counseling; self esteem building; and family intervention to modify parenting behavior and/or the child's environment to eliminate/prevent the child's dysfunctional behavior.

566.62 TRANSPORTATION

Costs incurred to transport patients to and from chemical dependency treatment programs.

566.63 ADATSA LIVING STIPENDS

These funds are dispersed to clients found eligible and authorized for ADATSA living stipends through an ADATSA Assessment Agency Funds. These funds are not entitlement funds and are dispersed at the discretion of the County and must be accounted for in accordance with requirements described in contract.

566.6X CASE MANAGEMENT

Case management services are services provided by a Chemical Dependency Professional (CDP), CDP Trainee, or person under the clinical supervision of a CDP who will assist clients in gaining access to needed medical, social, education, and other services. It does not include direct treatment services in this sub-element. This covers costs associated with case planning, case consultation and referral services, and other support services for the purpose of engaging and retaining clients in treatment or maintaining clients in treatment. This does not include treatment planning activities required in WAC 388-805.

- 566.64 Adult
- 566.65 PPW
- 566.66 Youth

566.67 CHILD CARE SERVICES

Costs incurred to provide child care services, when needed, to children of parents in treatment in order to complete the parent's plan for chemical dependency treatment services. Childcare services must be provided by licensed childcare providers or by providers operating in accordance with the provisions set forth in WACs published by the Department of Health and Children's Administration for the provision of child care services.

566.68 CRISIS NURSERY SERVICES

Crisis Nursery Services provide parents with temporary respite while their children are sheltered in a safe, nurturing environment. This is for costs incurred to provide or arrange for the provision of care for children, birth through six years of age, while their parents participate in chemical dependency services. Older children may be served if they have younger siblings in the program and are deemed appropriate for the services.

566.69 PREGNANT, POST PARTUM, OR PARENTING (PPPW) WOMEN'S HOUSING SUPPORT SERVICES

Costs incurred for support services to PPPW in a transitional residential housing program designed exclusively for such clients. Costs include facilitating contacts and appointments for community resources for medical care, financial assistance, social services, vocational, childcare needs, outpatient treatment services, and permanent housing services. This includes services to family or significant others of a person currently in transitional housing. These cases would be coded as Family Support services.

566.70 ASSESSMENT SERVICES

566.7X ASSESSMENT

Costs incurred in diagnosis, placement in accordance with the American Society of Addiction Medicine (ASAM) patient placement criteria. This does not include treatment costs, protective payee, or shelter costs for such clients.

- <u>566.71 ADATSA</u>
- 566.72 Adult
- 566.73 PPW
- 566.74 Youth
- <u>566.75 DUI</u> For DUI assessments, the costs for the assessment services must meet the program approval standards for this service outlined in WAC 388-805 or its successor.

566.76 BRIEF THERAPY

Costs incurred for a program of care and treatment that provides a systematic, focused process that relies on assessment, client engagement, and rapid implementation of change strategies. Brief therapy usually features five to twelve counseling sessions, the goal of which is to provide clients with tools to change basic attitudes and deal with a variety of underlying problems.

566.77 SCREENING TESTS/URINALYSIS

Costs incurred to provide screening tests, such as urinalysis or breathalyzers, to identify a patient's use of drugs or alcohol. There is a maximum limit of eight tests per month for any individual.

566.80 RESIDENTIAL TREATMENT AND GROUP CARE ENHANCEMENT SERVICES

566.81 INTENSIVE INPATIENT RESIDENTIAL TREATMENT SERVICES

Costs incurred for a concentrated program of chemical dependency treatment, individual and group counseling, education, and related activities for alcoholics and addicts including room and board in a twenty-four-hour-a-day supervised facility in accordance with WAC 388-805 or its successor.

566.82 LONG-TERM CARE RESIDENTIAL TREATMENT SERVICES

Costs incurred for the care and treatment of chronically impaired alcoholics and addicts with impaired self-maintenance capabilities including personal care services and a concentrated program of chemical dependency treatment, individual and group counseling, education, vocational guidance counseling and related activities for alcoholics and addicts including room and board in a twenty-four-hour-a-day supervised facility accordance with WAC 388-805 or its successor.

566.83 RECOVERY HOUSE RESIDENTIAL TREATMENT SERVICES

Costs incurred for a program of care and treatment with social, vocational, and recreational activities designed to aid alcoholics and addicts in the adjustment to abstinence and to aid in job training, reentry to employment, or other types of community activities, including room and board in a twenty-four-hour-a-day supervised facility accordance with WAC 388-805 or its successor.

566.8X GROUP CARE ENHANCEMENT

This is for costs incurred to outstation a chemical dependency professional in a non-treatment facility to develop and provide chemical dependency/substance abuse services and to integrate these services within the non-treatment facility's overall program model and agency organization. This will include breakouts for youth, adult, TANF and all other clients.

- 566.84 Youth
- 566.85 Adult
- 566.86 TANF
- 566.87 Other
- <u>566.88 HEPATITIS AIDS SUBSTANCE ABUSE PROGRAM (HASAP)</u>
 Chemical Dependency Professionals/Infectious Disease Specialists are outstationed in AIDS housing facilities and Health departments to provide HIV and Hepatitis C support services, individual and group counseling, brief intervention, brief therapy, and case management.

566.90 OTHER SERVICES

566.93 RESEARCH

Costs incurred to provide special research projects contracted by DASA.

566.9X OUTSTATIONED CD COUNSELORS

Costs incurred for the co-location of chemical dependency professionals in non-treatment agencies that provide a cross-disciplinary approach due to an on-site linkage. The purpose is to enhance the working relationship between non-treatment agencies and chemical dependency treatment agencies and create a culture that validates the importance of recognizing and treating chemical dependency as a step toward self-sufficiency and stabilizing the family unit. Outstationed staff will break out by fund source.

- <u>566.94 Children's</u>
- 566.95 TANF
- <u>566.96 Other</u>

566.97 ACCESS TO RECOVERY

Costs incurred for the ATR program funded for drug and alcohol recovery services and treatment. Recovery Support Specialists (RSSs) in those systems will offer motivated individuals free alcohol and drug assessments, treatment and the opportunities to receive ATR funded services. These services are limited to the following counties:

- Clark County
- King County
- Pierce County
- Snohomish County
- Spokane County
- Yakima County

566.99 MISCELLANEOUS

Costs incurred for special projects and activities that cannot correspond to any other BARS code. If the project or activities within the project can be related to any other BARS code, the costs cannot be entered into this BARS code. The entry of any costs in this BARS activity must have agreement of the DASA Regional Administrator.